EMSTAT

Facility Status Reporting During Emergencies and Nursing Home Census Reporting

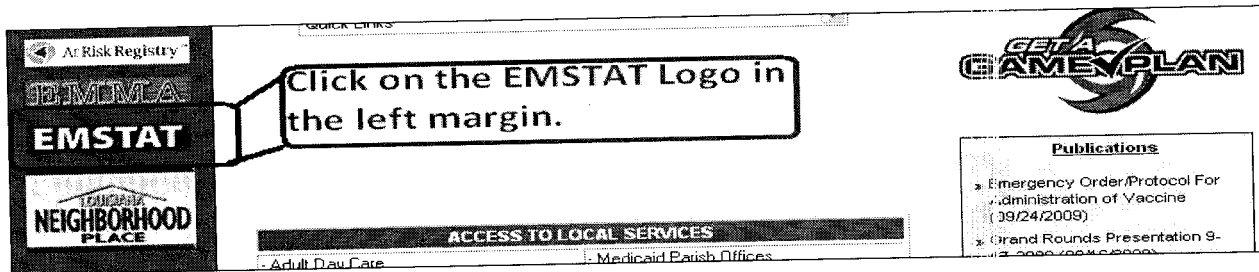A User Guide for accessing your facility's information and providing updates on your status before, during, and after an emergency. **EMSTAT is not for use in requesting emergency services or resources.**
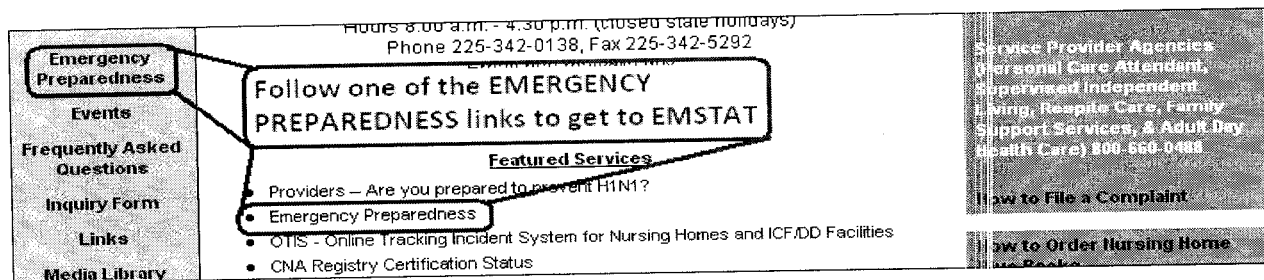
DHH Emergency Preparedness
01/08/2010

Quick Start Guide

1. Always access the EMSTAT application through any of the following web sites:

   ➢ **Louisiana Department of Health and Hospitals:** <u>http://www.dhh.state.la.us/</u>

◄ At Risk Registry EMMA **EMSTAT** LOUISIANA **NEIGHBORHOOD** PLACE	**Click on the EMSTAT Logo in the left margin.** ACCESS TO LOCAL SERVICES - Adult Day Care · Medicaid Parish Offices	GET A **GAMEPLAN** **Publications** » Emergency Order/Protocol For Administration of Vaccine (09/24/2009) » Grand Rounds Presentation 9-

   ➢ **Health Standards Section:** <u>http://www.dhh.louisiana.gov/offices/?ID=112</u>

Emergency Preparedness Events Frequently Asked Questions Inquiry Form Links Media Library	Hours 8.00 a.m. - 4.30 p.m. (closed state holidays) Phone 225-342-0138, Fax 225-342-5292 **Follow one of the EMERGENCY PREPAREDNESS links to get to EMSTAT** **Featured Services** • Providers – Are you prepared to prevent H1N1? • Emergency Preparedness • OTIS - Online Tracking Incident System for Nursing Homes and ICF/DD Facilities • CNA Registry Certification Status	Service Provider Agencies (Personal Care Attendant, Supervised Independent Living, Respite Care, Family Support Services, & Adult Day Health Care) 800-660-0488 How to File a Complaint How to Order Nursing Home

   ➢ **Louisiana Nursing Home Association:** <u>http://www.lnha.org/</u>

   ➢ **Gulf States Association of Homes and Services for the Aging:** <u>http://www.gulfstatesahsa.org/</u>

   ➢ **Louisiana Hospital Association:** <u>http://www.lhaonline.org/</u>

2. Clicking on the EMSTAT logos or links on any of these web sites will open a new window that will bring you to the login page for EMSTAT:

Department of Health and Hospitals   **EMSTAT**

Enter your User Name here. If you do not know it, you can get it from your DRC, your state association, or DHH.

User name: [   ]

Password: [   ]

Enter your password here. As with your user name, you can retrieve the default from your DRC, your state association or DHH. You can also change your password by clicking the "Reset Password" button here.

[Logon]   Reset password

Once you've entered your user name and password, click "Logon" to get to the EMSTAT home page.

Links:
DHH Health Standards

3. Once you're in the application's main page you will need to update your facility information on the following pages; Facility, Contact, Census, and Generator. The Evacuation and Outage pages are to be used if requested during major emergency events. Each of the pages can be selected from the links at the top of the page.

> Nursing Homes are required to update their census by the 15th of each month:

Edit Staff   Number of staff requiring transportation to evacuation site.   0
    TOTAL: **0**

This Census and Date will need to be updated by the 15th of each month

        Census   **Date**
Update [   ] [   ]

> The Census to be updated is found on the " Facility Census"

Department of Health and Hospitals   **Facility Status**

intistje, 1

Contacts | Census | Generators | Evacu   *Click on the word " Census " to access the Facility Census page.*   Log out

Facility: The Nursing Home Name, NH0001234   ▾ [   ] [Go]

Operating status   *Evacuation status*

Operating status	Effective date	Note		Status	Effective date
Open	11/10/2009	Everything's fine		Edit Delete SIP	11/10/2009
Open	8/18/2009			Add ▾	
Open	8/18/2009	Everything's fine			
Add ▾					

Giving a Status Update for a "No Change" Situation

Upon request, ALL facilities are to update EMSTAT for an emergency event. **It is required that you update all of your information on EMSTAT by going to each page and enter or correct the requested information**. Once all information on each page has been updated, each facility is then required to update twice daily – 7:30 AM and 2:30 PM.

During an event and only when your facility's evacuation status, power status, and census is unchanged from your last status report you simply need to let DHH know that you've checked in and reported no change in status. EMSTAT has been designed to let you do this in a few clicks of the mouse as follows:

Always update all EMSTAT pages before using the following update option!

Department of Health and Hospitals				Facility Status
				HYENNE 1

Contacts Census Generators Evacuations Outages Status Bed types

Facility: Abbeville General Hospital, HO0001591

Operating status: **1**

Operating status	Effective date	Note
ED only	7/28/2009	
Fully operational	7/27/2009	Leave me alone
Fully operational	7/21/2009	SIP for region 1 drill
Add		

Evacuation status

	Status	Effective date
Edit Delete	Partially evacuated	7/27/2009
Add		

Update category	As of date	Status OK?
Edit Census	7/29/2009 11:40:00 AM	✓
Edit Evacuations **3**	7/29/2009 11:40:00 AM	✓
Edit Outages	7/29/2009 11:40:00 AM	✓

Fuel status **4**

	Status	As of date
Edit Delete	Adequate	7/27/2009
Add		

This graphic shows four of the major areas for status unchanged updates – **to be used only after ALL information has been updated following an initial request**:

1. Your facility's overall operating status – only updated during Emergencies.

    a. Hospitals can indicate parts of their facilities as open.

    b. Nursing homes can be open, closed, or closed-out of business.

2. Your facility's evacuation status - only updated during Emergencies:

    a. Both hospitals and nursing homes can be fully evacuated, partially evacuated, or sheltering in place at the time of a status report.

    b. **For nursing homes**, "Partially evacuated" would be used to indicate that your evacuation is still in progress at the time of your status report. If you are not fully evacuating **all residents** (does not include staff) you would indicate "sheltering in place". You will still need to report evacuated residents.

3. The status of three key factors regarding your facility- only updated during Emergencies:

   a. Your census – always update census on Facility Census page after initial request.

   b. Your evacuation status (**for nursing homes only**!). Please note that in the row of links at the top of the page, the choice for "Evacuations" is disabled if a hospital is the active facility.

   c. Your power or other outage status

4. Your fuel status

   a. **Please note that if you indicate that you are critically low or will need fuel "as of" a certain date in EMSTAT, it does not replace the need to contact your parish and/or your DRC to place a fuel request in WebEOC. The data entered in EMSTAT is used for forecasting before your request gets to WebEOC and ESF 8. Always try your normal supplier first.**

Department of Health and Hospitals   **Facility Status**
                                                                                                                            HYENNE, 1

Contacts Census Generators Evacuations Outages Status Bed types

Facility: Abbeville General Hospital, HO0001591 ▾   [Go]

Operating status: *1*   Evacuation status *2*

Operating status	Effective date	Note
ED only	7/28/2009	
Fully operational	7/27/2009	Leave me alone
Fully operational	7/21/2009	SIP for region 1 drill
Add ▾		

	Status	Effective date
Edit Delete	Partially evacuated	7/27/2009
Add ▾		

1 2 3 4

	Update category	As of date	Status OK?
Edit	Census	7/29/2009 11:40:00 AM	☑
Edit	Evacuations *3*	7/29/2009 11:40:00 AM	☑
Edit	Outages	7/29/2009 11:40:00 AM	☑

Fuel status *4*

	Status	As of date
Edit Delete	Adequate	7/27/2009
Add ▾		

In the screen shot above #1 – the Operating Status – this facility has their Emergency Department (ED) only open as of 7/28/09. A Nursing Facility might be open or closed.

In #2 Evacuation Status facility reports that it has been partially evacuated since 7/27/09. A nursing facility would choose either Fully Evacuated or SIP (Sheltering In Place) for this section.

In area # 3, this hospital would edit and check –Status OK- for Census and Outages if there was no change since their last recent update. Nursing Facilities would edit and check –Status OK - for Census, Evacuations, and Outages if there was no change since their last recent update.

To do this is simple:

1. Click the "Edit" link next to the category you wish to update. In this example, we'll use Census.

   a. We click the "Edit" link next to Census and, since the "Status OK?" box is already checked, all we have to do is click "Update" and we're done!

	Update category	As of date	Status OK?
Update Cancel	Census	7/31/2009 9:44:23 AM	☑
Edit	Evacuations	7/29/2009 11:40:00 AM	☑
Edit	Outages	7/29/2009 11:40:00 AM	☑

→

	Update category	As of date	Status OK?
Edit	Census	7/31/2009 9:46:00 AM	☑
Edit	Evacuations	7/29/2009 11:40:00 AM	☑
Edit	Outages	**Now has today's date and time**	☑

2. For Outages, we follow the same procedure.
3. For Evacuations, Nursing Homes would follow the same procedure.

In area #4, _Fuel Status_, enter generator fuel status – Adequate, Critically Low, or Out.

Now the update is completed for this reporting period. No further reports or status updates are necessary for that period. However, if your status in any one of these categories changes, you are required to go that section and make the necessary updates.

For most facilities with stable situations during an event, once an update or baseline report is made, simply clicking the "Edit" and "Update" links next to the appropriate items in the Update Category (#3) will complete their reporting responsibilities for each period – before 7:30 AM then again before 2:30 PM .

Finally, reporting changes in status is only required for census, evacuations, outages, fuel status, and operating status if there are actual changes from the last reporting period. If your situation in these areas is unchanged from the last report, you can satisfy your reporting requirement with a few clicks!

Remember to always click **"Update"** or **"Add"** to ensure your information is entered. If a mistake is made you can either delete the entry then enter the correct data or edit the data.

Introduction

Past emergency events such as floods, freezes, pandemics, tornados, hurricanes etc. have demonstrated an urgent need for timely information about the status of critical healthcare facilities such as hospitals and nursing homes. This need for near-real time information includes not only facility status data but also data about census and patient status. EMSTAT, a mechanism to obtain this information from facilities was developed in order to minimize the time a facility has to devote to information transfer and at the same time allow accurate detailed reporting for incident commanders trying to manage an event response across a region or the state.

The rapid development and changing informational needs will result in the continued need for modifying EMSTAT while the application is being used. It is much like "changing the tires while the car is moving." The development team is acutely aware of the difficulties this type of approach may impose on end users, and the entire team wants to communicate the sincere intent to minimize these impacts as much as possible. Your suggestions for improvement are always timely and will be considered in depth by the team.

Thank you in advance for your patience as the development and refinement of EMSTAT continues. We sincerely believe EMSTAT will be beneficial to facilities while still yielding valuable information for managing emergency events.

Step-By-Step Walk Through

Getting to EMSTAT

The easiest way to ensure that you are getting to the latest version of the application is to use one of several gateways:

> **Louisiana Department of Health and Hospitals: http://www.dhh.state.la.us/**
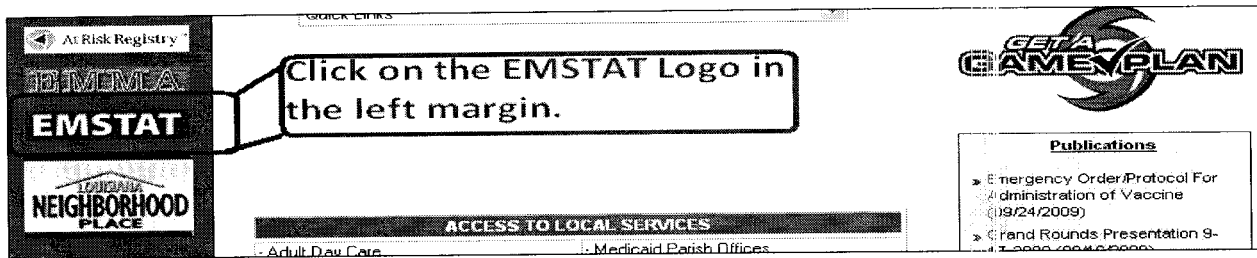
> **Health Standards Section: http://www.dhh.louisiana.gov/offices/?ID=112**
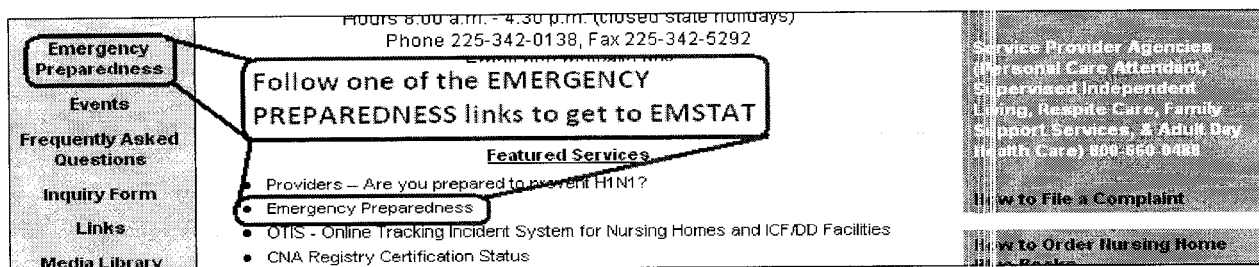
> **Gulf States Association of Homes and Services for the Aging:**
> **http://www.gulfstatesahsa.org/**

> **Louisiana Nursing Home Association: http://www.lnha.org/**

> **Louisiana Hospital Association: http://www.lhaonline.org/**

GSAHSA, LHA and LNHA main page links bring you to another page where you can find the EMSTAT logos to click on.

Clicking on the EMSTAT logos or links on either of these web sites will open a new window that will bring you to the login page for EMSTAT:

Main Logon Screen

We strongly urge **Hospital facilities** to reset their passwords, **Nursing Homes** will continue to use the current password(s) used for monthly census update and online licensing login.

Department of Health and Hospitals   **EMSTAT**

User name: [＿＿＿＿＿] ⬅＿＿＿＿ For hospitals, your user name is the same as your main EMSystems ID

Password: [＿＿＿＿＿]

[Logon]   [Reset password] ⬅＿＿ Click here to change your password

Nursing homes can change if they so choose but do not have to. The password requirements are that it be at least 6 alphanumeric characters in length, with one character being a number.

General Navigation and Editing Hints

1. Please use the links at the top of each page to navigate back and forth between sections. Using the "Back" button on your browser may cause you to lose data changes and in some cases can lead to errors.
2. Generally, adding a data item is done by using the "Add" next to the data item as illustrated:
3. After adding or changing data, there will usually be "Update" and "Cancel" links.

Department of Health and Hosp

Facility Contacts Outages Evacuation

State ID: HO0001599, St. Tamma

Generators

	#	Operational?	Make/Model
Edit Delete	1	☑	Test Generator
Add		☑	st Generator 2

Always click the "Add" link to save your changes.

Department of Health and Hospitals

Facility Contacts Outages Evacuations

State ID: HO0001599, St. Tammany Parish Hospital

Generators

		#	Operational?	Make/Model	Kilowatts	Phase
Update Cancel	Delete	1	☑	Test Generato	0	▼
Add			☑			▼

Use the "Update" and "Cancel" buttons to finalize your changes.

4. In some areas of the application, the data window may not show all of the entries made for that item. As an example, in the "Services" area for generators, the application will show the first 6 entries. Additional entries are on a second page, indicated by the presence of page numbers in the bottom bar:

Generator 1

	Services powered
Delete	Elevators
Delete	Food refrigeration/Kitchen
Delete	General lighting
Delete	General power
Delete	Laboratory
Delete	Life safety branch
Add	
12	

Note the links to additional pages of information

Terry Osborne

		Type	Phone	Primary
Edit	Delete	Business	(337)788-6400	☐
Edit	Delete	Fax	(337)788-6413	☐
Edit	Delete	Home	▆▆▆▆▆▆	☐
	Add	▾		☐
12				

Note the link to additional phone numbers in the Contacts section.

Be aware of these conventions to avoid re-entry of data or thinking that your data wasn't saved.

Home Page

Once you login, you will be brought to the home page for your facility. If you are responsible for more than one facility, you will be able to choose between them. Otherwise, the drop down will not have other choices.

You should Always review/update all EMSTAT pages first!

As you can see, there are 5 major input areas on the screen along with the navigation links at the top of the page. The 4 principal input areas are:

1. Your facility's overall operating status.

   a. Hospitals can indicate parts of their facilities as open.

   b. Nursing homes can be either open or closed.

2. Your facility's evacuation status:

   a. Both hospitals and nursing homes can be fully evacuated, partially evacuated, or sheltering in place at the time of a status report.

      i. For nursing homes, "Partially evacuated" would be used to indicate that your evacuation is still in progress at the time of your status report. If you are not evacuating all of your residents, you would indicate "sheltering in place".

3. The status of three key factors regarding your facility:

    a. Your census

    b. Your evacuation status (**for nursing homes only!**). Please note that in the row of links at the top of the page, the choice for "Evacuations" is disabled if a hospital is the active facility.

    c. Your power or other outage status

4. Your fuel status – NOT to be used to request fuel.

    a. Please note that if you indicate that you are critically low or will need fuel "as of" a certain date in EMSTAT, it does not replace the need to contact your parish and/or your DRC to place a fuel request in WebEOC. The data entered in EMSTAT is used for forecasting before your request gets to WebEOC and ESF 8.

#5 is a box that you can click to display a history of all the updates you have made in the "Update Category" area directly above.

> ***PLEASE NOTE:*** For most facilities with stable situations during an event, once an update or baseline report is made, simply clicking the "Edit" and "Update" links next to the appropriate items in the Update Category (#3) will complete their reporting responsibilities for a period.

Finally, your twice daily- 7:30 AM and 2:30 PM- reporting of changes in status is only required for census, evacuations, outages, fuel status, and operating status if there are actual changes from the last reporting period. If your situation in these areas is unchanged from the last report, you can satisfy your reporting requirement with a few clicks!

Some basic data about facilities will be pre-loaded by DHH. However, **it is the responsibility of the facility to ensure that all information on EMSTAT is kept current and correct.**

Contacts page - The first entries which need to be done are the main contacts for the facility. This includes the following :

Department of Health and Hospitals   **Facility Status**

HYENNE, 1

Contacts Census Generators Evacuations Outages Status Bed types

Facility: Abbeville General Hospital, HO0001591   ▼   Go

Operating status:

Operating status	Effective date	Note
ED only	7/29/2009	
Fully operational	7/27/2009	Leave me alone
Fully operational	7/21/2009	SIP for region 1 drill
Add ▼		

1 2 3 4

	Update category	As of date	Status OK?
Edit	Census	7/31/2009 9:46:00 AM	☑
Edit	Evacuations	7/29/2009 11:40:00 AM	☑
Edit	Outages	7/29/2009 11:40:00 AM	☑

Evacuation status

	Status	Effective date
Edit Delete	Partially evacuated	7/27/2009
Add	▼	

Fuel status

	Status	As of date
Edit Delete	Adequate	7/27/2009
Add	▼	

Some of this information will be pre-loaded by DHH. For nursing homes, evacuation destination sites and transportation companies may also be pre-loaded.

☐ Show update log

    A. Emergency Contacts
        1. Contact's Name
        2. Contact's Type/Position
        3. Contact's Phone
            a. Home
            b. Business
            c. Mobile
            d. Fax
            e. Other
        4. Contact's E-mail
    B. Utility Providers
        1. Provider Name
        2. Provider Type
        3. Facility Account # for that Provider
    C. Evacuation Host Sites / Transportation Co
        1. Name of resource
        2. Type of resource
        3. Location of resource by parish or out of state
        4. Resource contact phone #
        5. Effective date of contract – date contract went into effect.

Contacts Page

Department of Health and Hospitals

Facility Census Generators Outages Evacuations

State ID: HO0001591, Abbeville General Hospital, HO0001591

Emergency contacts

	Name			Type	
Edit Delete	Ray Landry			CEO	Phone/Email
Edit Delete	Paul Timothy Holcomb			Emergency Preparedness	Phone/Email
Edit Delete	Lonnie Monteaux			Director of Plant Operations	Phone/Email
Add	First	Middle	Last		

A facility can have multiple contacts, and each contact can have multiple email addresses and phone numbers.

Facility Contacts

HYENNE

Utility providers

Utility provider	Account#
Add	

Utility provider and account data is entered here. Where known, DHH will pre-populate.

Evacuation sites, transporation co.

Add
Name:
Address:
City/State/Zip:

Evacuation sites and transportation company arrangements for nursing homes will be pre-populated by DHH where known.

To add a new contact, simply start typing in the empty data fields:

When finished, click the "Add" link to add the contact to the list.

It is important to choose the title of the contact:

Department of Health and Hospitals

Facility Generators Outages Evacuations

State ID: HO0001608, Baton Rouge General Medical Center

Emergency contacts:

	Name			Type
Add	James	J	Smith	
	First	Middle	Last	

After entering the name, choose the type of contact →

Administrator
Assistant Administrator
CEO
Chief Nursing Officer
Chief Operating Officer
Director of Nursing
Director of Plant Operations
Emergency Preparedness
Other
Owner

Once the contact has been entered, you can now enter telephone numbers and email addresses for the chosen contact:

Department of Health and Hospitals   **Facility Contacts**
Facility   Generators   Outages   BRMC
State ID: HO0001608, Baton Rouge General Medical Center

Emergency contacts:

	Name			Type	Primary phone
Edit Delete James J Smith				Chief Nursing Officer	Phone/Email
Add	First	Middle	Last	▼	

Clicking on the "Add" link adds the contact and allows you then to edit or delete the contact

Click on this link to add phone numbers and email addresses for this contact

Email address	
Add	jsmith@hospital.com
	Please confirm

When adding an email address, you will be asked to confirm it:

Clicking on the "Add" link after typing in the email address brings up another field requiring validation of the email address. Enter the email address again in this field.

James J Smith

Telephone numbers are added in a similar fashion.

	Type	Phone	
Add	Mobile ▼	3434343434343	10 digits

Enter a 10 digit phone number - no dashes or parentheses are required. If the number you typed contains more or less than 10 digits you will get this error message

When entering more than one telephone number for a contact, you have the option to designate one number as the primary phone number through a check box:

James J Smith

		Type	Phone	Primary
Edit Delete		Home	(777)777-7777	☐
	Add	Mobile ▼	3433337768	☑

Indicate which telephone number is primary by clicking in the check box.

Once you have completed the entry of pertinent facility contacts, you can proceed to the Census page to update this information. The schedule and timing for updates will be communicated by ESF 8 leadership.

Bed Types Page- for Hospitals Only

Before reporting census, a hospital must go to the Bed Types page to choose the bed types in the facility for which census must be reported. In order to make the census report as complete as possible and to mitigate any follow-up telephone contact, we have listed a large variety of bed types.

Hospitals should log in to EMSTAT now to choose and finalize their bed types for reporting. The bed types list is final for this season.

Department of Health and Hospitals   **Bed Types**

Refresh | Facility Contacts Generators Census Evacuations Outages

State ID: HO0001608, Baton Rouge General Medical Center

All bed types:	Bed types in this facility:
Psychiatric: Adolescent	Med/Surg: Adult
ICU: Neonatal: Level 1	Med/Surg: Pediatric
ICU: Neonatal: Level 2	Obstetric/Delivery
ICU: Neonatal: Level 3	Nursery/Bassinet
Intermediate Care	Psychiatric: Adult
Substance Abuse: Adult Male	Psychiatric: Geriatric
Substance Abuse: Adult Female	ICU: Adult
Substance Abuse: Child/Adolescent: Male	ICU: Pediatric
Substance Abuse: Child/Adolescent: Female	ICU: Burn
Mental Health: Adult Male	ICU: Post Anesthesia Care
Mental Health: Adult Female	Negative Pressure Isolation
Mental Health: Geriatric	Operating Rooms
Mental Health: Child/Adolescent: Male	Emergency Department
Mental Health: Child/Adolescent: Female	Skilled Nursing

Choose a bed type in this list

Click the right arrow to move it to this list. This is the listing that will be shown on the Census page.

Clicking the left arrow removes the entry from the display list.

Here are a few helpful tips regarding bed types:

1. If your beds in a given unit are designated as either pediatric or adult, default to an adult bed type. For example, this is very common for med-surg beds where there isn't a designated pediatric unit.
2. Only use "med psych" designations if your unit is a med surg unit and not a general psych unit. If in doubt, default to the "mental health" bed type.
3. Be careful not to double count beds. For example, Negative pressure beds should only be counted one time. If beds are included in the negative pressure bed type, please deduct this total from their parent unit numbers. Also, skilled nursing beds should only be listed separately if there is a dedicated SNF unit.
4. Obviously, not all facilities will use all bed types. For example, if you only have one ICU for all shapes and sizes, then put all beds in a single ICU bed type category.
5. There are several "Holding" bed types. These can be used to report census numbers for units or departments for which you don't want to show "available" beds. For example, if you pick "Holding Only – Emergency Department" beds and report staffed capability and occupied census, there will be no calculation for "Available Beds". This rule is in effect for any "Holding" bed type. No "Holding" bed type is calculated as an empty, available bed.

6. If you make a mistake and include a bed type (and even report census for that bed type) that your facility doesn't have, you can go back to the Bed Types page and de-select it. The bed type will disappear from your census list, even if you have reported data in prior periods.
   a. If you decide later that you really do want to report that bed type, you can re-select it, and all your prior census data will re-appear in your list.

Census Page –for Hospitals and Nursing Homes

The Census page for **Nursing Homes** requires the following information:

A. Facility Transportation Needs = red + yellow + green + staff. The total of **red+yellow+green residents** can be less than census but not more. Enter only – residents and staff- that would need transportation at the point in time when information is entered. If they are out of the facility (example: with family or at hospital) they would not need transportation.
   1. # of RED persons that need ALS ambulance – need <u>ambulance with life support</u>
   2. # of YELLOW persons that need BLS ambulance or Wheelchair accessible
   3. # of Green persons that can go by any normal transport
   4. # of staff that need facility to provide transportation – this includes required staff and staff that just needs transportation
   5. Total # of persons needing transportation
B. **Current Facility Census – Is required to be updated by the 15th of each month.**
   1. Census= all beds that are currently occupied or reserved
   2. As of Date = date you entered census
   3. Resident Census total # should be equal to or less than the total of red+yellow+green.
C. Total # of Facility Staff = all staff employed by nursing home
D. Number of residents the facility is willing to host at this time. If you are willing to host residents from another facility how many are you willing to host at this point in time. There is no obligation to serve as a host.

[Refresh]　Facility　Generators　Outages　Evacuations　　　　　　0

State ID:NH0001235, The Name of Your Nursing Home, NH0001235

	Definition	Transportation type	Persons
Edit	Red	Require an ambulance.	0
Edit	Yellow	Patients must be evacuated supine in either BLS ambulance or para-transit vehicle.	18
Edit	Green	Normal transporation means are sufficient. Patients DO NOT require ambulance or special transport.	103
Edit	Staff	Number of staff requiring transportation to evacuation site.	(90)
	TOTAL:		211

Red Patient Disposition: High risk patients that require ambulance support due to dependency on mechanical or electrical life sustaining devices. Patient is a potential candidate for hospital care.

This is the # of staff that will need to be transported, by the facility, with residents to a host site
90 might be the # of staff along with other guests and family members.

	Census	As of date
Delete	124	2/5/2010
Update		2/9/2010

This is the total # of staff employed by your facility. This is employed staff only not family or others.

Total number of facility staff:　[55]

Number of residents your facility may be currently willing to host:　[23]

[Update]

This is the # of residents from another facility that you would be comfortable hosting for a short period. This can be 0 or excede total # of licensed beds.

For hospitals, once bed types are chosen, the required census report can be input at the required intervals.

The Census page for **hospitals** contains the following sections:

1. The bed types – hospitals only.
2. These are chosen on the "Bed Types" page– hospitals only.
3. The Census is requested as follows:
   a. Staffed capacity: this is not licensed capacity, but the real capacity determined by staffing levels at the reporting point. Although a facility may be licensed for 10 beds, they may only have staff to accommodate 8.
   b. Census: the number of patients in those bed types at the reporting point.
   c. The "Available Beds" will be calculated by subtracting Census from Staffed Capacity.
      i. As soon as the functionality is verified and all hospitals are reporting, the requirement for duplicate reporting in EMResource™ during emergencies will be dropped.

Department of Health and Hospitals   **Facility Census**

HYENNE

Refresh | Facility Bed types Contacts Generators Evacuations Outages

State ID: HO0001608, Baton Rouge General Medical Center

Census

Bed Type	As of date	Staffed Capacity	Census	Available Beds
Edit Emergency Department		0	0	0
Edit ICU: Adult		0	0	0
Edit ICU: Burn		0	0	0
Edit ICU: Pediatric		0	0	0
Edit ICU: Post Anesthesia Care		0	0	0
Edit Med/Surg: Adult		0	0	0
Edit Med/Surg: Pediatric		0	0	0
Edit Negative Pressure Isolation		0	0	0
Edit Nursery/Bassinet		0	0	0
Edit Obstetric/Delivery		0	0	0
Edit Operating Rooms		0	0	0
Edit Psychiatric: Adult		0	0	0
Edit Psychiatric: Geriatric		0	0	0
Edit Skilled Nursing		0	0	0
TOTALS:		**0**	**0**	**0**

You can click here to get a complete report of the entries in the
Census section. You can export this report to Excel.

☐ Show archive

Entering census information by bed type is straightforward. For the bed types in your hospital, simply

Department of Health and Hospitals

Refresh | Facility Contacts Generators Evacuations Outages

State ID: HO0001608, Baton Rouge General Medical Center

Census

Bed Type	As of date	Staffed Capacity	Census	Available Beds
Update Cancel Adolescent Psych	5/5/2009 3:42:11 PM	12	10	2

Clicking the "Edit" link next to a bed type allows you to update the census category
that has changed. The "as of date" will default to the date and time that you
updated the field. This can be changed.

Once finished, click the "Update" link to add the change.

click the "Edit" link to enter new data:

Once you click the "Update" link:

Department of Health and Hospitals

Refresh | Facility Contacts Generators Evacuations Outages

State ID: HO0001608, Baton Rouge General Medical Center

Census

Bed Type	As of date	Staffed Capacity	Census	Available Beds
Edit Adolescent Psych	5/5/2009 3:43:42 PM	13	10	3

Your changes for this bed type are
now reflected in the table.

Again, a facility only has to report on bed types where either the staffed capacity or census has changed. If both items are unchanged since the last report, no additional data entry is needed.

Also note that there are some bed types that might be characterized as "holding" bed types. The application will not include counts of these bed types in the summary totals for the facility.

You can obtain a history of census entries by checking the "Show archive" check box:

Department of Health and Hospitals

| Refresh | **Facility** | **Contacts** | **Generators** | Evacuations | **Outages** |

State ID: HO0001608, Baton Rouge General Medical Center

Census

Bed Type	As of date	Staffed Capacity	Census	Available Beds
Edit Adolescent Psych	5/4/2009 10:48:55 AM	12	10	2
Edit Adult ICU		0	0	0
Edit Adult Med/Surg		0	0	0
Edit Adult Psych		0	0	0
Edit Adult Telemetry		0	0	0
Edit Geriatric Psych		0	0	0
Edit Negative Pressure Isolation		0	0	0
Edit NICU		0	0	0
Edit Nursery/Bassinet		0	0	0
Edit Pediatric ICU		0	0	0
Edit Pediatric Med/Surg		0	0	0
TOTALS:		**12**	**10**	**2**

☑ Show archive   Export to Excel

TransactionDate	Username	Bed Type	As of date	Capacity	Census
5/4/2009 10:48:55 AM	BRMID	Adolescent Psych	5/4/2009 10:48:55 AM	12	10

Clicking on the "Show archive" check box brings up the history of entries along with the option to export the list to Excel for analytical and charting capabilities.

When the history is displayed, you have the option of exporting the data to Excel.

Adding a Generator

Go to the "Generator" page to add the generators and fuel tanks for the facility:

Department of Health and Hospitals   **Facility Generators**

HYENNE

Facility Contacts Outages Evacuations

State ID: HO0001591, Abbeville General Hospital, HO0001591

Generators

	#	Operational?	Make/Model	Kilowatts	Phase	Voltage	Burn rate	
Edit Delete	1	☑	Cummins Power Generator/DFLC-5622271	1250	Three	277/480Y	87.3 /hour	Services
Edit Delete	2	☑	Kohler Power System 20 roz J6I-6I	20	Single	120/208Y	2.5 /hour	Services
Add		☑						

Indicate if operational   Enter name and Kilowatts   Choose phase and Voltage   Enter a number for burn rate (gallons per hour)

When finished, click "Add"

Fuel tanks

	#	Main location	Fuel type	Capacity	
Edit Delete	1	Underground	Diesel	6000 Gallons	
Edit Delete	2	self contained	Diesel	60 Gallons	
Add				0	

Enter the location of each fuel tank   Choose the fuel type   Enter a number for tank capacity (gallons)

Once the basic generator and fuel tank information has been added, click the "Services" link for the generator to specify the services powered by that generator. You can pick multiple services for each generator:

This can be completed for multiple services for each generator:

Add multiple services. Note the generator is highlighted.

Clicking the "Services" Link also allows you to assign a Fuel Tank to a generator:

Assign a Fuel Tank to each generator from the drop down list below. Click "Add" when finished.

The generator selected is named here

NOTE: DHH has pre-loaded generator and fuel tank information where known. Facilities that have multiple generators on one fuel tank should log in now to ensure that the right fuel tanks are assigned to the right generators.

Documenting an Outage

Once certain static information items for a facility (such as generator information) have been entered, the facility can now document an "outage" event such as the loss of power.

When requested during an emergency event a facility can use this section to report an outage of public electrical power, public water service, and/or telephone service.

Department of Health and Hospitals   **Facility Pov**

Facility Contacts Generators Evacuations

State ID: ,   The event will be
                                                       designated by DHH

Power outages

	Incident	Date	
Hurricane FromHell		6/1/2009	Events

A facility can then choose
the type of outage
experienced.

	Event	Date	Time	
Edit Delete	Electrical power lost	6/3/2009	8:00 am	Generators
Add		6/8/2009		

Once the outage is defined, the use
of generators can be documented.

Generator	Event	Date	Time	Gallons	
Add					

For the "Hurricane from Hell" event, let's document the loss of power and the use of a generator:

1. The first step is to indicate the outage type along with the date and time:

Department of Health and Hospitals   Facility Pov

Facility   Contacts   Generators   Evacuations

State ID: ,

Power outages

Incident	Date	
Hurricane FromHell	6/1/2009	Events

	Event	Date	Time	
Edit Delete	Electrical power lost	6/3/2009	8:00 am	Generators
Add	▼	6/8/2009		

Electrical power lost
Electrical power restored
Water out
Water pressure low

⟵ **Pick an outage event, and provide the date and time. For time, always indicate "AM" or "PM"**

Generator	Event	Date	Time	Gallons	
Add ▼	▼				

2. Once the outage event is documented, add a generator event by choosing the generator number for which an action is being taken (each generator you documented on the "Generator" page will be represented in the drop down list by its number).

	Event	Date	Time	
Edit Delete	Electrical power lost	6/3/2009	8:00 am	Generators
Add	Electrical power lost ▼	6/8/2009	8:00pm	

Generator	Event	Date	Time	Gallons	
Add ▼	▼				
1					

3. Choose the generator action desired:

Generator	Event	Date	Time	Gallons	
Add ▼	▼				

Generator power off
Generator power on

Indicate the date and time for the action

4. Until the application development is completed, enter the number of gallons of fuel available (for diesel and gasoline generators). This will estimate the duration of fuel availabilty.

Click the "Add" link to complete the report.

Generator	Event	Date	Time	Gallons	
Add 1 ▼	Generator power on ▼	6/8/09	8:00pm		

You have now documented an outage event. Simply repeat the process for any change in status (i.e. when public power is restored and generators are shut down).

Patient Tracking

EMSTAT will be used for patient tracking for the following facility types:

1. Nursing Homes

2. Certain OCDD (Office of Citizens with Developmental Disabities) clients and programs

3. Certain OAD (Office of Addictive Disorders) clients and programs

4. Certain OAAS (Office of Aging and Adult Services) waiver clients and programs.

Hospital patients and hospital evacuations will be tracked in detail through another application, the At Risk Registry.

The current functionality is designed for nursing homes only and looks as follows:

Department of Health and Hospitals   **Facility Evacuations**

HYENNE

Facility   Contacts   Generators   Outages

State ID: NH0002559, ACADIA ST. LANDRY GUEST HOUSE, NH0002559

Evacuations   *Patient status*

	Incident	Date	Reason	
Delete	Hurricane FromHell	6/1/2009 12:00:00 AM	Generator failure	Sites
Add	▼		▼	

This section will be replaced by the individual patient tracking functionality.

Evacuation site destinations   *Patients evacuated*

	Site	Date evacuated	Transportation			Triage Code	Patients
Edit Delete	ACADIA ST LANDRY HOSPITAL	12/10/2009	Ambulance	Patients	Edit	Red	0
Add	▼		▼		Edit	Yellow	0
					Edit	Green	0

Nursing Homes destinations   *Patients evacuated*

	Nursing home	Date evacuated	Transportation			Triage Code	Patients
Edit Delete	CAMELOT LEISURE LIVING	12/10/2009	Ambulance	Patients	Edit	Red	0
Add	▼		▼		Edit	Yellow	0
					Edit	Green	0

Nursing homes would identify patient movement "in bulk" by type of patient (Red, Yellow, or Green) which had implications for transportation resources. The planned patient tracking functionality would replace this "bulk" reporting. However, in the current production version (as of the date of this version of the User Guide), the bulk reporting feature is still active.

However, nursing homes and the other facility types mentioned will use EMSTAT to track patients during an event. For nursing homes, this will replace the bulk tracking and reporting of patient evacuation locations that was required in prior hurricane seasons. It will also replace the requirement for faxing or emailing patient lists to Health Standards post-event. EMSTAT will be the repository for patient location information and as such, it is the responsibility of the facility to ensure that the information contained in EMSTAT is complete and accurate.

In order to make this process as error-free as possible, DHH will attempt to pre-load patient names for each facility that will use EMSTAT for patient tracking as soon as an event is declared active. We have identified data sources for most facility types and are testing data uploads. We are expecting that when an event is declared and facilities are asked to start patient tracking that their current patient data will be substantially complete and accurate upon their first login. The facility will then have to only enter changes, new patients, and ongoing status changes during the event.

Also, for this season, the functionality will be fairly simple. It will consist of the following:

1. Patient identifying information (name, birthdate, and Social Security Number)

2. Status by date

3. Evacuation destination, date and transportation used.

As of this date, this part of EMSTAT is still under development. As this functionality is finalized, this guide will be revised to reflect the most current screens and functions.

Patient Tracking Screen

The following picture depicts the current patient tracking screen in EMSTAT, showing the initial stages of entering a sample patient for tracking. Remember that in an actual event, DHH is planning to pre-populate patient data for each facility.

For this version of the user guide, we will illustrate entering a sample patient for tracking purposes:

1. Enter the patient information as shown, and click the "Add" link:

After adding a patient, you can now click the "Status" link to enter Status information

2. Enter Status information

When "Status" is clicked, the patient row is highlighted and status choices become available. Choose a status, enter a date, and click "Add"

3. Once that's completed, add an Evacuation Destination:

Department of Health and Hospitals   **Facility Evacuation**

Facility: ACADIA ST LANDRY GUEST HOUSE, NH0002559

Name	Sex	Date of birth	SSN		Status	Date
Edit Delete Yennie, Henry	Male	10/12/1952	438997777	Status	Edit Delete Evacuated	7/31/2009
Add					Add	

Once you've added a Status, you can now enter an Evacuation Destination. The drop down list is defined by the Evacuation destinations already entered for that facility. ➡

Evacuation destinations

Site	Nursing home	Date evacuated	Transportation
Add			

ACADIA ST LANDRY HOSPITAL
CHURCH POINT HIGH SCHOOL

If the facility has evacuated patients to a facility not previously identified to DHH or Health Standards, that new facility will have to be entered into EMSTAT in the Contacts section under the "Evacuation Sites, Transportation Co" section. This will allow the new facility to appear in the drop down for patient evacuation destinations.

4. Adding the date and transportation mode:

Evacuation destinations

Site	Nursing home	Date evacuated	Transportation
Add CHURCH POINT HIGH SCHOOL		7/31/09	State-provide ▼

Once the evacuation site is chosen, the date is entered and the transportation method is chosen. Once done, click "Add" to enter the record. ➡

Ambulance
Bus
Paratransit
State-provided v

NOTE: In the next production version, the "Nursing Home" drop down list will merge with the Site list. So a facility that may have chosen both a nursing home and a non-nursing home as evacuation destinations can choose those facilities from one list.

Once this data has been entered for a patient, the tracking information is complete.

Application Support

If you need assistance with the application during non-emergency periods, you can access support by emailing Henry Yennie; henry.yennie@la.gov or Malcolm Tietje; malcolm.tietje@la.gov .

During an emergency, DHH will establish a help desk unit for support of this application. Details about accessing support during emergencies will be forwarded to you with the first request to update your status or shortly after the event has occurred.

As the application development will continue, please send all comments and suggestions for modifications to Henry. These will be discussed and prioritized with the developer if feasible.